
	<h2 style="text-align: center;">MEDIA INQUIRIES</h2>
<p>Approved:</p> 	<p>Supersedes: September 30, 1987</p> <p>Effective: September 8, 2008</p> <p style="text-align: right;">Page 1 of</p>

The City of Duluth is committed to providing timely, accurate and consistent information to the media by building and maintaining positive relationships with representatives of the local and national print, broadcast and web-based media. To achieve these goals, and to comply with laws regarding data privacy and government records, the following procedures have been adopted.

All media requests shall be directed to the Chief Communications Liaison at 730-5211. If the Chief Communications Liaison is not available, communication should be directed to the Chief Administrative Officer at 730.5319.

Please supply the following information when reporting a media contact:

- Reporter's name
- Media organization
- Subject of interest
- Brief summary of your conversation

The Chief Communications Liaison and/or the Chief Administrative Officer will coordinate responses from the appropriate policy makers, directors, managers, and other city officials.

***Media inquiries directed to police and fire investigators regarding the status of investigations or factual matters related to an incident under investigation are exempt from this policy, unless they occur pursuant to the setup of an Emergency Operations Center (EOC).***

It is not the intent of this policy to limit city employees from talking to the media. However, any city employee who communicates with the media or public on matters of public interest or public controversy should preface such communication with a statement indicating that he/she is speaking in an individual capacity only.